

MINUTES FROM  
QUARTERLY MEETING OF BOARD OF DIRECTORS  
OF  
EAST MOUNTAIN FOOD PANTRY INC  
HELD SATURDAY JANUARY 14, 2023 at 8AM

David, as President, presided over meeting.

Because of Sammie's absence, Dorlaska was Acting Secretary.

Meeting was called to order at 8:04 am on Saturday, 14, 2023. All Directors, except for Sammie Hutchison and Amy Clements were present. The Treasurer, Cheryl Smith was also present.

Guests present are all EMFP Volunteers:

Flynn Bushong, Jan Griffin, Judy Mackenzie and Vickie Wheatley

**Paperwork:**

- All Directors signed the Waiver of Notice for Special Meeting of Directors
- The President asked for a Review and Approval of the presented Agenda. Motion was made, seconded and approved.

**Presentation of Finances by David:**

• *December Financials*

David presented the information along with budgeted items

• *2022 Financial Audit will Start Soon*

Funds to pay for the Audit are in the Budget. The Independent Audit is required by State based on our income. David and Cheryl will provide the financial details to the Auditor by February 15th.

• *Current Financial Resources*

There are Savings in operating cash allocated to pay for the acquisition of the property next door that we are trying to acquire for placement of our new Pantry building.

**Old Business:**

• **Parking Lot Repairs (Kyle)**

Striping of the Parking Lot is required by BernCo Zoning and will include future placement of the Parking Stops. Since the stops need to have spikes hammered into the asphalt we will wait until the parking lot is redone before affixing those. Kyle provided information about the parking lot striping needed. There needs to be handicap parking that is in compliance with Americans with Disability Act. We have room for approximately 26 parking spaces. David indicated that two handicapped spaces should be sufficient. One handicapped space will be placed next to the ramp at the church and possibly the other at Ola's or OneStop. The pantry doesn't need a handicapped space since people usually don't need to go inside. It was suggested to ask Ola & Tamne for their thoughts regarding the number of customers they have who need a handicapped space.

Comment from Judy M, if we use angle parking we may be able to get in and out easier.

- Solar Array Project Update- (Bill)

*Production Concerns*

Bill provided information about the Solar issues with low kWh production from the inverters. Currently there is not enough capacity for the solar panel output. The panels can produce 42kW, but the six inverters combined can only process 36kW. Contractor has agreed there is a need to increase to 42kW and as days get longer this will get worse.

*Concrete parking barriers in front of Solar Array, Retaining Wall continuation, Landscaping fabric and gravel around Solar Array and back of building*

Bill will meet with Sam Flager on Wednesday, January 18th to discuss scraping & cleaning the area, laying weed prevention fabric with gravel on top. Cheryl indicated that Sam had not provided his W-9 yet.

- *Procedure Manual Additions: (Dorlaska)*

The manual is up-to-date with the needed additions of

- Procedures for Use of Facility

(i.e., Gardening Training) (Sammie)

- Signage Procedures and Restrictions for Tenants (Bill)

Restrictions for Others as Well

- Snow Removal Procedures (Amy)

- Any outstanding unfinished procedures

Procedure Manual – Dorlaska didn't have information/updates. Will reach out to Sammie about procedures for use of facility.

Garden application process – The Garden training wasn't attended by many pantry clients. The problem was there wasn't much interest expressed by pantry clients. There was more pantry volunteers who attended the training. Clients were notified with a note related to training in their food boxes. Suggest use 411 to notify clients about training. Do we want to open it up to East Mountain Community in general?

- Property/Pantry Cleanup and Maintenance (Amy)

*Cleanup of Trash, Weeds, Mowing, Reducing Weeds by spraying? Snow Plowing, Snow Blower Donations (??), SnowCam*

The Shaded area on east side of parking lot/just north of the building must always be cleared so there is no ice formation.

Amy is looking at hiring someone to keep weeds/trash out.

Bill reported that Rodney donated snow blower. It will need to get close to the sidewalk to remove snow from that area before ice can build up. The snowblower's gas has been drained and has new spark plugs. It may need a new carburetor. Bill will work with Mike to have him check it out.

We have purchased a Solar camera which can be used to monitor the snowfall, shaded area north of building gets icy. Waiting on the solar charger to arrive which should be here in late January.

- Website Updates (Cindy/Sammie)

Cindy said there wasn't any updates on the website. She will work with Sammie.